



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## Minutes 2/10/2011

Capital Planning Committee  
Meeting Minutes  
February 10, 2011

In attendance were:

Steve Andrew\*  
Adam Chapdelaine  
John FitzMaurice  
Charles Foskett, Chairman  
Steve Gilligan  
Diane Johnson  
Ruth Lewis  
Anthony Lionetta\*  
Barbara Thornton

\* Denotes those not in attendance

1. Meeting Opened: Charlie Foskett called the meeting to order. CPC members were provided with various Capital Plan materials (Capital Plan & Budget, Cash Plan, Bond Plan and so forth) as well as draft presentation for the CPC to deliver to the Finance Committee. The CPC also received a copy of Barbara Thornton's comprehensive Facility Maintenance Planning proposal. The memorandum of the 1/6/11 meeting was reviewed and approved as amended by Steve Gilligan.
2. Capital Plan Adjustments: The CPC discussed several adjustments that were made to the Capital Plan. These adjustments included removal of duplicate entries for the Comprehensive Master Plan and the Fire Alarm System, removal of funding for FEMA Floodplain grant matching funds, and the advancement of funding for the Mall Lights and Robbins Farm Slide
3. Photocopiers: The CPC discussed the need to recommend funding for the Treasurer's existing lease payments in FY 13 and FY 14. It was also discussed that Adam Chapdelaine in conjunction with the IT Director, David Good, will be working to develop an updated document management strategy prior to next year's capital planning process.
4. Facility Maintenance Planning: Barbara Thornton presented her proposal regarding the establishment of a Maintenance Planning Committee. Discussion involved what the makeup of this committee should be, what its mission should be, and what timelines should be adopted. It was agreed that the results of the discussion would be presented to the Finance Committee on February 28th, and that the same would be included in the CPC's report to Town Meeting.
5. Stratton School: Diane Johnson informed the CPC that based on the MSBA's requirements for qualifying for Green Repair Grant money, that an Owner's Project Manager would be selected by the following week. Final approval of funding from the MSBA is still being awaited.

6. Thompson School: Charlie Foskett discussed the history of the discussions surrounding the renovation/reconstruction of the Thompson School. The CPC was informed that the MSBA approved the reconstruction of the Thompson to move into the schematic design phase.
7. Presentation to Finance Committee: The CPC discussed preparation for the 2/28/11 presentation to the Finance Committee regarding the Capital Plan.
8. Adjournment: Meeting adjourned at 6:50p.m.